

Strategic Job Search & Networking

Manage Your Time

Conducting Your Search

- Have a plan and work your plan.
- Keep a schedule of what you are doing when.
 - We only make time for the things that are most important to us.
- Review and evaluate your accomplishments
 - Did you do everything you wanted to do? (apply to 5 jobs that week? 2 one day?)
 - What did you put off doing?
 - What happened that you didn't expect?
 - Did you make notes about how to improve the process
 - Did you create reminders of what to do next?
- Don't forget to schedule breaks during the day or during the week, along with time for recreation.

Strategic Job Search Checklist

- ☐ Make research your friend.
- ☐ Develop a plan for the fields/industry/positions you are targeting.
- ☐ Make- a- plan of how you apply to different positions
- ☐ Identify places you would like to work
- ☐ Tailor resumes
- ☐ Craft dynamic cover letters
- ☐ Proofread, proofread, proofread
- ☐ Archive your applications and track it (sheets, excel, Trello, etc.)
- ☐ If possible find a point of contact in the company (LinkedIn)

Be Strategic in Your Applications for Positions

Network, Network, Network.....

Did I mention that you need to
Network?

Make Those Connections

- Networking is a priority. YES it is.
- Networking should be the largest component of your job search
- More than 75% gain employment via networking
- Networking is NOT asking for a job. It is seeking direction, advice, leads and ultimately forming relationships to strategically position yourself
- Update and customize your LinkedIn account frequently

Everyone you know is a
connection to your future.

You Need to Prepare Mentally

Is This Thing On?

- You will hear “no” more times than you will hear “yes”.
- You have heard it before, You will hear it again, You will live through this.
- Embrace the “no’s” as current frustration that is bringing you closer to your goal.

Job Boards and Other Reference Sites

- Forum On Education Abroad
- LinkedIn
- **USAjobs.gov**
- OhioMeansJobs
- Glassdoor Jobs
- Google for Jobs
- Robert Half
- Brooksource
- Chronicle of Higher Education
- **HigherEDJobs.com**
- Careers.Ohio.Gov
- LinkUp
- SimplyHired
- ZipRecruiter
- CareerBuilder
- Indeed

The Center for Career Development

Cyndi Freeman, Sarah Lathrop, Tim Goetz

Web site: franklin.edu/yourcareer

Email: careerdev@franklin.edu

MyCareer franklin.edu/my-career

Appointments:

<https://outlook.office365.com/owa/calendar/FranklinUniversityCenterforCareerDevelopment@FranklinU.onmicrosoft.com/bookings/>